

CLERICAL TITLES REQUIRING 0-1 YEAR EXPERIENCE
Local Government Titles (Municipalities and/or Counties)

Account Clerk
Account Clerk/Cashier Typing
Account Clerk Typing
Admitting Clerk
Admitting Clerk Typing
Assessing Clerk
Assessing Clerk (Biling. In Span & Eng)
Assessing Clerk Typing
Assistant Secretary, Board/ Commission
Asst Violations Clerk
Asst Violations Clerk (Bilingual In Span & Eng)
Asst Violations Clerk Typing
Audit Account Clerk
Bookkeeping Machine Operator
Bookkeeping Machine Operator Typing
Bookkeeping Machine Operator /Cashier
Cashier
Cashier, Typing
Demo
Demo Key punch
Demo Key punch/Index Clerk
Demo Terminal
Demo Typing
Docket Clerk
Docket Clerk (Biling. In Span & Eng)
Elections Clerk
Elections Clerk Typing
Employee Benefits Clerk
Employee Benefits Clerk Typing
Identification Clerk
Index Clerk
Index Clerk Typing
Inventory Control Clerk
Inventory Control Clerk, Typing
Payroll Clerk
Payroll Clerk Typing
Payroll Clerk Typing (Biling. In Span & Eng)
Permit Clerk
Permit Clerk Typing
Permit Clerk Typing (Biling. In Span & Eng.)
Property Clerk
Property Clerk (Biling. In Span & Eng.)
Property Clerk Typing
Personnel Clerk
Personnel Clerk Typing
Personnel Clerk Typing (Biling. In Span & Eng.)
Police Communications Clerk
Police Communications Clerk (Biling. In Span & Eng.)
Police Communications Clerk Typing
Receptionist
Receptionist And Interpreter
Receptionist (Biling. In Span & Eng.)
Receptionist Typing
Receptionist/Sr. Clerk Transcriber
Recorder Operator (Courts)
Recorder Operator Typing (Courts)
School Clerk
School Clerk (Multiling. In Span.,Port, & Eng.)
Sr. Admitting Clerk
Sr. Assessing Clerk (Biling. In Span. & Eng.)
Sr. Assessing Clerk Stenographer
Sr. Assessing Clerk Typing
Sr. Clerk
Sr. Clerk (Biling. In Span. & Eng.)
Sr. Clerk Stenographer
Sr. Clerk Stenographer (Biling. In Span. & Eng.)
Sr. Clerk Transcriber

Sr. Clerk Typist
Sr. Clerk Typist (Biling. In Span. & Eng.)
Sr. Demo
Sr. Demo (Keypunch)
Sr. Demo (Terminal)
Sr. Demo Typing
Sr. Demo/Timekeeper Typing
Sr. Docket Clerk
Sr. Docket Clerk (Biling. In Span. & Eng.)
Sr. Docket Clerk Typing
Sr. Elections Clerk
Sr. File Clerk
Sr. Identification Clerk
Sr. Identification Clerk Typing
Sr. Index Clerk
Sr. Index Clerk Typing
Sr. Mail Clerk
Sr. Personnel Clerk
Sr. Personnel Clerk Stenographer
Sr. Personnel Clerk Typing
Sr. Receptionist
Sr. Receptionist (Biling In Span. & Eng.)
Sr. Receptionist (Biling In Vietnamese & Eng.)
Sr. Receptionist Transcriber
Sr. Receptionist Typing
Sr. Timekeeper
Sr. Timekeeper Typing
Sr. Vault Clerk
Statistical Clerk
Stores Clerk
Tax Clerk
Tax Clerk (Biling. In Span. & Eng.)
Tax Clerk Stenographer
Tax Clerk Typing
Timekeeper
Timekeeper Typing
Tool Loan Clerk
Vault Clerk
Vault Clerk Typing
Ward Clerk
Ward Clerk (Biling. In Span. & Eng.)
Ward Clerk Typing
Word Processing Operator

CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE
Local Government Titles (Municipalities and/or Counties)

Administrative Clerk
Administrative Clerk (Bilingual In Sp & Eng)
Administrative Clerk Transcriber
Administrative Clerk Typ.
Administrative Secretary
Asst Municipal Clerk
Asst Municipal Clk/Regstr Of Vital Stats Typ.
Asst Municipal Clerk/Sr. Purchasing Asst.
Asst Municipal Clerk Steno.
Asst Municipal Clerk Transcriber
Asst Municipal Clerk Typ.
Deputy Regist Of Vital Stats
Deputy Regist Of Vital Stats Typ.
Executive Secretarial Assistant
Naturalization Clerk
Naturalization Clerk Typ.
Prin. Acct. Clerk
Prin. Acct. Clerk Bilingual In Portugese & Eng

Prin. Acct. Clerk Steno.
Prin. Acct. Clerk Typ.
Prin. Acct. Clerk Typ. Bilingual In Sp & Eng
Prin. Audit Account Clerk
Prin. Audit Account Clerk Typ.
Prin. Cashier
Prin. Cashier Typ.
Prin. Clerk
Prin. Clerk Bilingual In Sp & Eng
Prin. Clerk Stenographer
Prin. Clerk Stenographer (Bilingual In Sp & Eng)
Prin. Clerk Transcriber (Bilingual In Sp & Eng)
Prin. Clerk Transcriber
Prin. Clerk Typist
Prin. Clerk Typist (Bilingual In Sp & Eng)
Prin. DEMO
Prin. DEMO (Key punch)
Prin. DEMO (Terminal)
Prin. DEMO (Typ.)
Prin. Docket Clerk
Prin. Docket Clerk (Bilingual In Sp & Eng)
Prin. Docket Clerk Typ.
Prin. Docket Clerk Typ. (Bilingual In Sp & Eng)
Prin. File Clerk
Prin. Index Clerk
Prin. Index Clerk Typ.
Prin. Library Asst.
Prin. Library Asst. Typ.
Prin. Mail Clerk
Prin. Operator, Automated Typewriter
Prin. Payroll Clerk
Prin. Payroll Clerk/Prin. Personnel Clerk
Prin. Payroll Clerk Typ.
Prin. Payroll Clerk Typ. Bilingual In Sp & Eng
Prin. Personnel Clerk Steno.
Prin. Personnel Clerk Typ.
Prin. Personnel Clerk Typ. Bilingual In Sp & Eng
Prin. Personnel Clerk
Prin. Purchasing Asst. Typ.
Prin. Purchasing Asst.
Prin. Tax Clerk
Prin. Tax Clerk Typ.
Prin. Word Processing Operator
Regist Of Vital Stats
Regist Of Vital Stats (Bilingual In Span. & Eng)
Regist Of Vital Stats, Typ.
Secretarial Asst
Secretarial Asst Bilingual In Sp & Eng
Secretarial Asst Steno.
Secretarial Asst Steno. Bilingual In Sp
Secretarial Asst Transcribing
Secretarial Asst Typ.
Secretarial Asst Typ. Bilingual In Sp & Eng
Secretary, Board/Commission
Secretary, Board/Commission Typ.
Secretary, Board/Commission/Superv. Clerk Typist
Senior Naturalization Clerk Typing
Senior Purchasing Asst.
Senior Purchasing Asst. Steno.
Senior Purchasing Asst. Typ.
Senior Purchasing Asst. Typ. Bilingual in Span. And Eng.
Violations Clerk
Violations Clerk Typ.
Word Processing Spec.

CLERICAL TITLES REQUIRING 0-I YEAR EXPERIENCE
State Government Titles

Audit Acct. Clerk Typ.
Court Services Representative
DEMO (Data Entry Machine Operator)
DEMO Terminal
Judiciary Acct Clerk 1
Judiciary Acct Clerk 2
Judiciary Clerk 1
Judiciary Clerk 2
Judiciary Clerk 3
Mail Clerk
Operator, Automated Typewriter
Payroll Clerk
Receptionist
Receptionist Bilingual In Vietn & Eng
Sr. Audit Acct. Clerk
Sr. Bookkeeping Machine Operator
Sr. Clerk
Sr. Clerk Bilingual In Sp & Eng
Sr. Clerk Steno.
Sr. Clerk Transcriber
Sr. Clerk Transcriber Bilingual In Sp & Eng
Sr. Clerk Typist
Sr. Clerk Typist Bilingual In Sp & Eng
Sr. Data Entry Machine Operator
Sr. Library Asst.
Sr. Mail Clerk
Sr. Payroll Clerk
Sr. Statistical Clerk
Sr. Stock Clerk
Sr. Vault Clerk
Statistical Clerk
Stock Clerk
Support Services Rep. 3
Support Services Rep. Trainee
Vault Clerk
Word Processing Spec. 3

CLERICAL TITLES REQUIRING 2 OR MORE YEARS EXPERIENCE
State Government Titles

Prin. Audit Account Clerk
Prin. Audit Account Clerk Typ.
Prin. Clerk
Prin. Clerk Stenographer
Prin. Clerk Transcriber (Bilingual
In Span & Eng)
Prin. Clerk Transcriber
Prin. Clerk Typist
Prin. Clerk Typist (Bilingual In Span & Eng)
Prin. DEMO
Prin. DEMO (Terminal)
Prin. Library Asst.
Prin. Library Asst. Typ.
Prin. Mail Clerk
Prin. Operator, Automated Typewriter
Prin. Payroll Clerk
Secretarial Asst 1
Secretarial Asst 2

Secretarial Asst 3
Secretarial Asst 1 Nonstenographic
Secretarial Asst 2 Nonstenographic
Secretarial Asst 3 Nonstenographic
Secretarial Asst 3 Nonstenographic (Bilingual In Span & Eng)
Support Services Rep. 2
Word Processing Spec. 1
Word Processing Spec. 2

Title List Revised 06-29-04